CONSUMER DIRECT CARE NETWORK NEVADA

Adding Mileage in the DirectMyCare Web Portal

Mileage Entry

1. Use the calendar to choose the date, (Fig. 01)
2. Choose **Mileage Entry** from the dropdown menu.
3. If you have more than one Participant, use the second dropdown menu to choose your **Participant**.
4. Select **+ADD ENTRY** for the chosen service type.

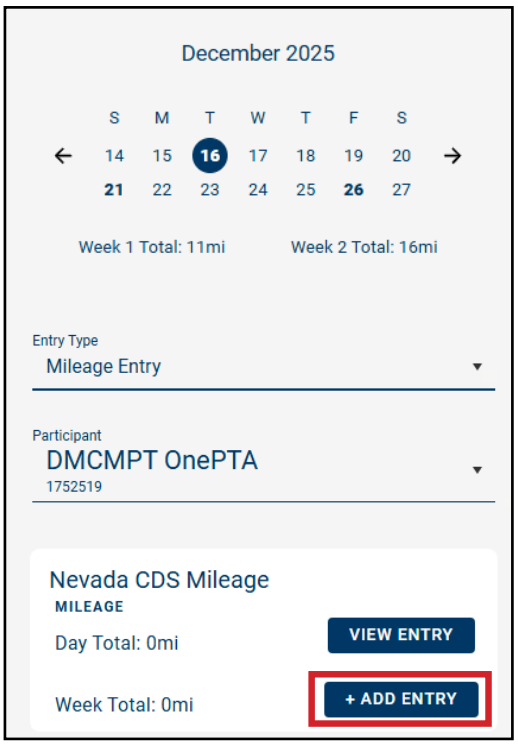

Fig. 01

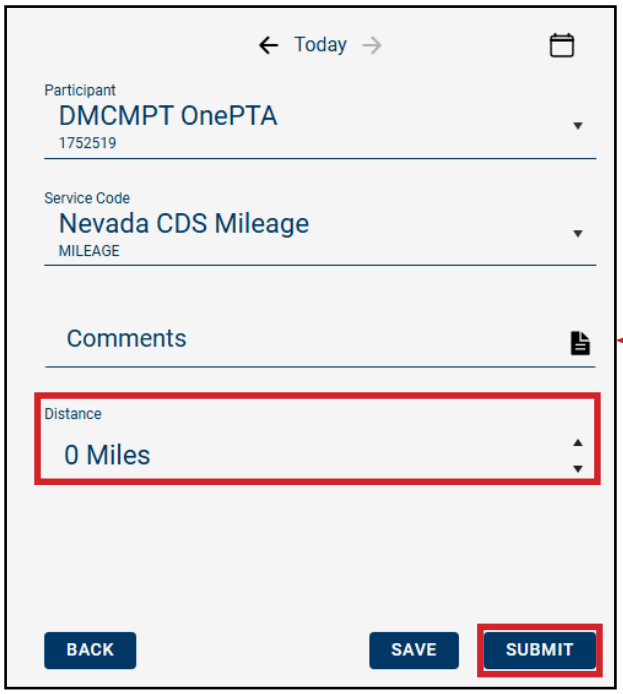

Fig. 02

Select the icon to add any notes to this entry.

5. Use the up/down arrows to enter the accurate number of miles. (Fig. 02)
6. Select **SUBMIT** to immediately send your entry for approval. **SAVED** entries will **NOT** be submitted for approval and payment.